



City of Austin - JOB DESCRIPTION



Administrative Assistant

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| FLSA: | Standard/Non-Exempt | EEO Category: | (60) Admin/Supp |
| Class Code: | 10220 | Salary Grade: | BA1 |
| Approved: | October 24, 1997 | Last Revised: | April 08, 2012 |

Purpose:

Work in conjunction with other administrative personnel to perform a wide variety of administrative support tasks.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Greets visitors, handles their inquiries, and directs them to the appropriate person.
2. Answers multi-line telephones, or two-way radios and directs calls or takes messages..
3. Maintains office supply inventories by placing orders..
4. Schedules and coordinates meetings.
5. Distributes, disperses, and reconciles petty cash requests.
6. Types letters, memos, forms and other correspondence.
7. Picks up, sorts and delivers mail to appropriate person.
8. Files and retrieves documents, records and reports.
9. Maintains records, enters data and retrieves data as needed.
10. Analyzes and interprets data and prepares reports.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of applicable processes, techniques and methods.

Knowledge of city practices, policy and procedures.

Skill in oral and written communications.

Skill in using computers and related software.

Skill in handling multiple tasks and prioritizing.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with city employees and the public.

Minimum Qualifications:

Graduation from High School or equivalent, plus three (3) years of experience in general clerical/secretarial experience.

Education and or experience will substitute for the minimum qualifications

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.